

**THIS CONTRACT IS BEING SOLICITED AS A
SMALL PURCHASE PROCUREMENT**

Program 7756-S
Specifications by tj

Page 1 of 15

U.S. GOVERNMENT PRINTING OFFICE

Oklahoma City, OK

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes and Miscellaneous Printing

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Defense (DAPS)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning November 1, 2008 and ending October 31, 2009, plus up to two optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

REQUEST FOR QUOTATION: Submit offers by faxing quotations on "SECTION 4 - SCHEDULE OF PRICES" no later than 11:00 A.M. prevailing Oklahoma City, Oklahoma time October 29, 2008.

Facsimile Telephone Number: **(405) 610-4125**
Mail To: **U.S. Government Printing Office**
Oklahoma City Satellite Printing and Procurement Office
3420 D Ave., Suite 100
Tinker AFB, OK 73145

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within 32-kilometers (20-mile) radius of Kansas City, MO as defined in 49 CFR Ch. III part 372..

Any bidder intending to use production facilities outside this area must furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

THESE SPECIFICATION HAS BEEN EXTENSIVELY REVISED.

For information of a technical nature call Diana Allen at (405) 610-4146 (No collect calls) or e-mail at jdallen@gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV/III.
- (b) Finishing Attributes -- Level IV/III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

| <u>Attribute</u> | <u>Specified Standard</u> |
|---|--|
| P-7. Type Quality and Uniformity | Camera Copy/Files or OK Proofs |
| P-8. Halftone Match (Single and Double Impressions) | Camera Copy/Files or OK Proofs |
| P-9. Solid and Screen Tint Color Match | Color Swatch or Pantone Matching System Color |
| P-10. Process Color Match | Camera Copy/Files or OK Proofs |

Color copies must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 600 dpi, or finer copier.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the

total duration of the contract may not exceed three years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from November 1, 2008 through October 31, 2009 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an

equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of short-run, fast schedule of envelopes, forms and pamphlets requiring such operations as printing, color copying, binding, packing, and delivery. An occasional order may be for pick-up and tape binding of printed books.

TITLE: Envelopes and Miscellaneous Printing.

FREQUENCY OF ORDERS: Approximately 40 orders per year.

QUANTITY:

Envelopes: 500 to 15,000 copies per order.

Miscellaneous Printing: 25 to 10,000 copies per order.

NUMBER OF PAGES:

Envelopes: Face only.

Miscellaneous Printing: 2 to 500 pages.

TRIM SIZES:

Envelopes: 105 x 241 mm (4-1/8 x 9 1/2"), 114 x 264 mm (9-1/2 x 10-3/8"), 152 x 229 mm (6 x 9") or 165 x 229 mm (6-1/2 x 9") at contractor's option, 229 x 305 mm (9 x 12"), 241 x 305 mm (9-1/2 x 12"), and 305 x 381 mm (10 x 15") envelopes.

Miscellaneous Printing (Forms, Invitations, Certificates, and Pamphlets/Books):

Format "A" - Up to 140 x 216 mm (5 1/2 x 8 1/2").

Format "B" - Over 140 x 216 mm (5 1/2 x 8 1/2") up to 216 x 279 mm (8 1/2 x 11").

Format "C" - Over 216 x 279 mm (8 1/2 x 11") up to 279 x 432 mm (11 x 17").

GOVERNMENT TO FURNISH: Camera copy and reprint copy as camera copy plus line art and photoprints to be reproduced at various focuses. Envelopes and cut forms may be furnished by the Government, and must be picked up by the contractor at the address listed under SCHEDULE. One CD-ROM containing all text, logos and illustrations. The disks will be produced on an IBM compatible using the software Adobe Illustrator or Corel Draw. Files may be furnished as PDF files. Printer and screen fonts are included.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

GPO imprint must not be printed on invitations, certificates and envelopes.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished published files to assure accurate output of the required reproduction image. Any errors,

media damage or data corruption that might interfere with proper file imaging must be reported to GPO. Contractor must notify the Government as soon as necessary in order to comply with the schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

Digital Deliverables of Books and Pamphlets: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished electronic material. The digital deliverables must be an exact representation of the final printed piece and shall be returned on the same type of storage media as the original files. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

FILMS OR DIRECT TO PLATE: All halftones are to be 133-line screen or finer. Screened prints and/or veloxes are unacceptable for the halftone illustrations. If Films are made, they may be opaqued on either the emulsion or non-emulsion side.

Any films made must be returned to the Department at the address shown under "Schedule".

Background screening will be required. Contractor must be able to furnish 120-line screen or finer. Type and/or illustrations will overprint screen areas requiring double burning. An occasional order will require reverse printing.

PROOFS:

Four-color Process Proofs (as ordered): One set set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TruRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final proof) with a minimum resolution of 2400 dpi for cover and/or text pages printing in color. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Digital color content proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back and trimmed and folded to the finished size of the product. The U.S. Government Printing Office reserves the right to require samples and to judge the suitability of any digital proof offered.

Book Proofs (as ordered): One set of digital proofs for covers and text pages. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999. As indicated on the print order.

All paper used in each copy must be of a uniform shade.

Color Copying Paper – White High Quality Xerographic, Laser Printer, grammage 90 g/m² (basis weight: 24 lbs. per 500 sheets, 17 x 22"), equal to JCP Code O-61.

No. 10 and No. 11 Envelopes: White Wove, grammage 90 g/m² (basis weight: 24 lb per 500 sheets, 17 x 22").

Kraft (light brown shade) Envelopes: grammage 90 or 120 g/m² (basis weight: 24 or 32 lb per 500 sheets, 17 x 22"). As indicated on the print order.

Miscellaneous Printing:

White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Colored Writing, grammage 75 g/m² (basis weight: 20 lb per 500 sheets, 17 x 22"), equal to JCP Code D10.

White Litho (Gloss) Coated Book, grammage 105 g/m² (basis weight: 70 lb per 500 sheets, 25 x 38"), equal to JCP Code A180.

White or Colored Index, grammage 200 g/m² (basis weight: 110 lb per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

White Litho (Gloss) Coated Cover, grammage 215 g/m² (basis weight: 80 lb per 500 sheets, 20 x 26"), equal to JCP Code L10.

PRINTING:

Envelopes will print on the side opposite the seams in black or Reflex Blue ink. An occasional order may require two ink colors. Inside of No 10 envelopes may require a black or blue opaquing security design. Contractor may use his own design, but must guarantee complete opacity and prevent show through of the contents therein.

Some orders require color copying face only, or face and back. It is anticipated that approximately 90% of the orders for color copying will be face only.

Balance of orders print face only and face and back in single ink color. Some orders will require 4-color process printing.

MARGINS: Margins will be as indicated on the print order or furnished copy. Some orders will have pages that bleed one or more sides.

BINDING/CONSTRUCTION:

Envelopes: Gummed flap, construction at contractor's option side or diagonal seams. Some No. 10 and No. 11 envelopes will require a standard die cut window with a suitable transparent material glued securely to the inside of the envelope. Standard window size 29 x 114 mm (1-1/8 x 4 1/2") position 22 mm (7/8") from left and 13 mm (1/2") from bottom.

Bind as indicated on the print order. Various binding styles will be ordered as follows:

One wire stitch in upper left corner.

Side-wire stitch in two or three places and trim four sides.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Spiral Bind: Punch suitably and insert plastic binding. Color of plastic to be specified on print order.

Binders Tape: Bind with binders tape on the bind dimension. Color of tape to be specified on print order.

Folding Forms: Fold up to three parallel folds, and possibly one right angle fold. Score as indicated on print order when required.

PACKING: All reproduction copy for any one order shall be wrapped in one package or inserted into a kraft envelope and must be protected by cardboard or other means to guarantee safe delivery.

Pack in shipping containers not to exceed 16 kg (36 pounds) when fully packed.

Shrink-film wrap in units stated on Print Order.

Shipping containers shall have a minimum bursting strength of 1 300 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 5 600 N per m width (32 pounds per inch width).

DISTRIBUTION: Deliver f.o.b. destination to Document Automation & Production Service, 601 E. 12th Street G2, Kansas City, MO 64126 or other address within the Kansas City, MO commercial zone as specified on the print order. Delivery to be between the hours of 8:00 a.m. and 3:30 p.m. Inside delivery is required.

Deliver f.o.b. contractor's city outside the Kansas City, MO commercial zone.

Furnished materials must be returned to address shown on the print order.

All expenses incidental to returning materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pick-up of material can be predetermined.

Furnished material and proofs must be picked up from the Defense Automation and Production Service, 601 E. 12th Street, G2, Kansas City, MO 64126.

Rush Schedule: Contractor to produce approximately 10% of the orders within 24 hours after notification of availability of print order and material. These orders will be in black ink or color copier products and up to 500 copies or 5000 impressions.

Regular Schedule: The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

When possible to do so and meet the requirements of the regular schedule, additional production time may be allowed. However, if an emergency need for a particular product arises that does not meet the rush schedule requirements, the

ordering agency may request partial or complete delivery in less than the scheduled time allowed, provided arrangements mutually agreeable to the contractor and the Government can be established.

Proofs Not Required: Contractor must make complete production and delivery at destination within five workdays.

Proof Required: Contractor must make complete production and delivery at destination within eight workdays. Submit page proof s as soon as the contractor deems necessary in order to comply with the delivery schedule. Proofs will be withheld one workday from receipt in the DAPS until they are made available for pickup by the contractor.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices."

| | | (i) | (ii) | (iii) |
|----|-----|--------|------|--------|
| I. | (A) | (1) | 143 | 701 |
| | | (2) | 84 | 411 |
| | | (3) | 5 | 3 |
| | (B) | (1) | 20 | 60 |
| | | (2) | 14 | 50 |
| | | (3) | 10 | 2 |
| | (C) | | 2 | 4 |
| | | | | xxxxxx |
| | (D) | (1) | 16 | 590 |
| | | (2) | 2 | 5 |
| | | (3) | 2 | 5 |
| | | (4) | 1 | 100 |
| | | (5) | 4 | 120 |
| | | (6) | 1 | 10 |
| | | (7)(a) | | 7 |
| | | (b) | | 165 |
| | | (8)(a) | | 2 |
| | | (b) | | 10 |

| | | (1) | (2) | (3) |
|-----|-----|--------|-----|--------|
| II. | (a) | 370 | 220 | 2 |
| | (b) | 5 | 20 | 5 |
| | (c) | 20 | 1 | 20 |
| | (d) | xxxxxx | 1 | xxxxxx |
| | (e) | xxxxxx | 2 | xxxxxx |
| | (f) | 1 | 1 | 1 |
| | (g) | 10 | 30 | 1 |

| | | | |
|------|-----|-----|----|
| III. | (a) | (1) | 2 |
| | | (2) | 1 |
| | (b) | | 8 |
| | (c) | | 10 |
| | (d) | (1) | 1 |
| | | (2) | 2 |
| | (e) | | 2 |
| | (f) | | 3 |
| | (g) | (1) | 10 |
| | | (2) | 1 |
| | (h) | (1) | 1 |
| | | (2) | 1 |
| | (i) | | 1 |
| | (j) | | 10 |
| | (k) | | 2 |

IV. **NOTE:** Contractor's Premium Payment in the "Schedule of Prices" Item IV will be applied to 10% of the contractor's aggregated offer.

SECTION 4. - SCHEDULE OF PRICES

Offers offered are f.o.b. destination to Kansas City, MO commercial zone and f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Offerors must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Offers submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING: The prices offered shall include the cost of all required materials and operations necessary for the printing, and distribution of the product(s) listed in accordance with these specifications.

Paid for at the flat trim size for single sheet forms or page trim size for multi-page publications.

Format "A" - Up to 140 x 216 mm (5 ½ x 8 ½").

Format "B" - Over 140 x 216 mm (5 ½ x 8 ½") up to 216 x 279 mm (8 ½ x 11").

Format "C" - Over 216 x 279 mm (8 ½ x 11") up to 279 x 432 mm (11 x 17").

| | | <u>Running Per 100 Copies</u> | |
|--|--|---------------------------------------|---------------------------------------|
| | | Up to 500 <u>Copies</u> (ii) | Over 500 <u>Copies</u> (iii) |
| | <u>Makeready and/or Setup</u> (i) | | |
| A. Printing in a Single Ink Color | | | |
| Price per printed side/page: | | | |
| (1) Format “A”..... | \$ _____ | \$ _____ | \$ _____ |
| (2) Format “B”..... | \$ _____ | \$ _____ | \$ _____ |
| (3) Format “C”..... | \$ _____ | \$ _____ | \$ _____ |

(Initials)
Running Per 100 Copies
Up to Over

| | <u>Makeready and/or Setup</u> (i) | <u>500 Copies</u> (ii) | <u>500 Copies</u> (iii) |
|--|--|-------------------------------|--------------------------------|
|--|--|-------------------------------|--------------------------------|

B. Printing in a Four Color Process Ink

Price per printed side/page:

| | | | |
|----------------------|----------|----------|----------|
| (1) Format "A" | \$ _____ | \$ _____ | \$ _____ |
| (2) Format "B" | \$ _____ | \$ _____ | \$ _____ |
| (3) Format "C" | \$ _____ | \$ _____ | \$ _____ |

C. Color Copying:

| | | | |
|---|----------|----------|----------|
| Price per printed side/page (Format)B..... | \$ _____ | \$ _____ | \$ _____ |
|---|----------|----------|----------|

| | <u>Running Per 100 Copies</u> <u>Makeready</u> <u>And/or Setup</u> (i) | <u>No</u> <u>Window</u> (ii) | <u>Standard</u> <u>Window</u> (iii) |
|--|---|------------------------------------|---|
|--|---|------------------------------------|---|

D. Envelopes: (Print in black or reflex blue)

| | | | |
|---|----------|----------|------------------|
| (1) 105 x 241 mm (4-1/8 x 9 1/2"), white writing or wove, 90 g/m ² (24 lbs.)..... | \$ _____ | \$ _____ | \$ _____ |
| (2) 105 x 241 mm (4-1/8 x 9 1/2") with security feature, white writing or wove, 90 g/m ² (24 lbs.)..... | \$ _____ | \$ _____ | \$ _____ |
| (3) 114 x 264 mm (4-1/2 x 10-3/8"), white writing or wove, 90 g/m ² (24 lbs.)..... | \$ _____ | \$ _____ | \$ _____ |
| (4) 152 x 229 mm (6 x 9") or 165 x 229 mm (6-1/2 x 9") Kraft, 90 – 120 g/m ² (24 - 32 lbs.)..... | \$ _____ | \$ _____ | \$ <u>xxxxxx</u> |
| (5) 229 x 305 mm (9 x 12") and 241 x 305mm (9-1/2 x 12") Kraft, 90 – 120 g/m ² (24 - 32 lbs.)..... | \$ _____ | \$ _____ | \$ <u>xxxxxx</u> |
| (6) 254 x 406 mm (10 x 16"), Kraft 90 – 120 g/m ² (24 - 32 lbs.)..... | \$ _____ | \$ _____ | \$ <u>xxxxxx</u> |
| (7) Printed on furnished envelopes | | | |
| (a) Makeready and/or Setup | \$ _____ | | |
| (b) Running per 100 copies | \$ _____ | | |
| (8) Envelopes printed in two ink colors (in addition items 1 through 7) | | | |
| (a) Makeready and/or Setup | \$ _____ | | |
| (b) Running per 100 copies..... | \$ _____ | | |

(Initials)

II. PAPER: Payment for all paper supplied by the contractor under terms of these specifications, as ordered on the individual print orders, will be based on the net number of sheets furnished for the product(s) ordered. The cost of any

paper required for makeready or running spoilage must be included in the prices offered. Sheet size will be determined by the flat trim size for single sheet forms or page trim size for multiple page publications.

Format "A" - Up to 140 x 216 mm (5 ½ x 8 ½").

Format "B" - Over 140 x 216 mm (5 ½ x 8 ½") up to 216 x 279 mm (8 ½ x 11").

Format "C" - Over 216 x 279 mm (8 ½ x 11") up to 279 x 432 mm (11 x 17").

| | <u>Per 100 Sheets</u> | | |
|--|-----------------------|-----------------|-----------------|
| | <u>Format A</u> | <u>Format B</u> | <u>Format C</u> |
| | (1) | (2) | (3) |
| (a) 75 g/m ² (50 lb.) white offset book..... | \$ _____ | \$ _____ | \$ _____ |
| (b) 75 g/m ² (20 lb.) colored writing..... | \$ _____ | \$ _____ | \$ _____ |
| (c) 75 g/m ² (70 lb.) white litho coated book..... | \$ _____ | \$ _____ | \$ _____ |
| (d) 90 g/m ² (24 lb.) white and natural shade imitation parchment cover..... | \$ _____ | \$ _____ | \$ _____ |
| (e) 75 g/m ² (24 lb.) white laser print..... | \$ _____ | \$ _____ | \$ _____ |
| (f) 200 g/m ² (110 lb.) white and colored index | \$ _____ | \$ _____ | \$ _____ |
| (g) 215 g/m ² . (80 lb.) white litho coated cover | \$ _____ | \$ _____ | \$ _____ |

III. ADDITIONAL OPERATIONS:

- (a) Four-color Process Proofs:
- (1) Formats A and B per side \$ _____
- (2) Format C per side \$ _____
- (b) Book Proofs for Formats A and B..... per page \$ _____
- (c) Author's Alterations per line \$ _____
- (d) Stitching:
- (1) One wire stitch in upper left per 100 pamphlets..... \$ _____
- (2) Two or three side stitches, or
two saddle wire stitches per 100 pamphlets..... \$ _____
- _____
- (Initials)
- (e) Binding with plastic spiral of suitable capacity (including punching and cost of
plastic coil).....per 100 pamphlets..... \$ _____
- (f) Binding with binders tape.....per 100 copies..... \$ _____
- (g) Folding:
- (1) Folding up to 3 parallel folds per 100 copies..... \$ _____

- (2) Each right angle fold per 100 copies..... \$ _____
- (h) Scoring:
- (1) Makeready for each score per line \$ _____
- (2) Running (maximum of 3 lines per run) per 100 sheets \$ _____
- (i) Stair-step or graduated trim per 100 books \$ _____
- (j) Shrink-Film wrap per wrap \$ _____
- (k) Preflight Electronic Media and digital deliverables...per media/per order..... \$ _____

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Premium payments will be authorized when distribution is made as described under SCHEDULE. A percentage increase is to be added to the total cost of each order, when authorized.

Percentage increase..... %

(Initials)

Discounts are offered for payment as follows: _____ percent, _____ calendar days.

Offeror hereby acknowledges amendment(s) number(ed) _____ .

OFFEROR'S NAME AND SIGNATURE: Fill out and return one copy of all pages in Section 4.- Schedule of Prices," initial or sign each page in the space provided.

Offeror _____
(Contractor's Code)

(City - State)

By _____
(Signature and title of person authorized to sign this offer)

(Person to be contacted)

(Telephone Number)

My production facilities are located within the assumed area of
production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____